



## **Creating and Managing your ADWR electronic online Annual Reports (eAR)**

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[Already have a password](#) (Logging into the online reporting tool)

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## Login to the Online Annual Reporting Tool

[www.azwater.gov/eAR](http://www.azwater.gov/eAR)

Verify that you have all the information required prior to entering into the online reporting forms.

Click Next

Untitled Page - Microsoft Internet Explorer provided by ADWR  
http://tdtestweb/ar\_webclient/(S(vtuxto55wck0im552t0bndao))Default.aspx

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Enviroment: TEST  
DataBase:

WELCOME TO THE ARIZONA DEPARTMENT OF WATER RESOURCES  
ANNUAL WATER WITHDRAWAL AND USE ONLINE REPORTING TOOL

Annual Reports are due March 31st, 2009 for the 2008 Reporting Year

Online reporting provides a more efficient means to report and file [three types](#) of annual water use report forms.  
Just follow these five easy steps:

Step 1 **Provide ADWR Right/Permit/User ID number (xx-XXXXXX.xxxx).**  
Step 2 **Verify owner and reporting party information.**  
Step 3 **Verify basic right/permit information.**  
Step 4 **Input annual report data.**  
Step 5 **Review and submit annual report data.**  
Once you verify that the data is correct, you will pay any applicable fees, submit the report, and a receipt will be generated for you.

Next

Arizona Department of Water Resources  
3550 N. Central Avenue  
Phoenix, Arizona 85012

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## First time user?

To create a new password, click on “[here](#)”

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**First Time User?**  
If you are a first-time user, click [here](#) to set up your password.

**Already Have A Password?**  
If you have already established your account, enter your email and password then click **Log In**.

User email:   
Password:   
**Log In**

**Forget Your Password?**  
If you have forgotten your password, enter your email above and click [here](#) to receive a new password.

**Change Your Password?**  
Enter your email, current password, and new password below:

User email:   
Current Password:   
New Password:   
Confirm New password:

and click [here](#) to establish a new password.

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## To setup your account

Enter your email address and click Create My Account – this will automatically send a password to your email address

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http://tdtestweb/AR\_WebClient/(S(7uuxto55ivck0m552t0bndao))/UserAdmin.aspx

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To setup your account for online reporting, please enter your email address below.  
Your password for the account will be sent to you via email.

Your E-mail:

Create My Account

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The email message you receive will contain your temporary password:

Thank you for signing up to Arizona Department of Water Resources Online Annual Reporting.

Your temporary password is: xxxxxxxx

You will have the option to change your password after logging in with your temporary password. Your new password must contain a minimum of 8 characters.

There is a limit of 4 incorrect tries before your account is locked out.

You are then returned to the online reporting tool homepage. Click **NEXT**

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http://tdtestweb/AR\_WebClient/(S(vlxcto55wck0m552t0bndao))/Default.aspx

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### WELCOME TO THE ARIZONA DEPARTMENT OF WATER RESOURCES ANNUAL WATER WITHDRAWAL AND USE ONLINE REPORTING TOOL

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## Already have a password?

Once you have received a password, enter your email address and password. Click **Log In** to enter the .

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**Already Have A Password?**  
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User email:

Password:

**Forget Your Password?**  
If you have forgotten your password, enter your email above and click [here](#) to receive a new password.

**Change Your Password?**  
Enter your email, current password, and new password below:

User email:

Current Password:

New Password:

Confirm New password:

and click [here](#) to establish a new password.

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## Would you like to change your password?

You may change the password that was emailed to you. Your new password must contain a minimum of 8 characters.

Click [HERE](#) to change your password.

Untitled Page - Windows Internet Explorer

http://tdtestweb/AR\_WebClient/(S(y3oomx452kcv2j2oafgefuf55))/Login.aspx

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New Password:

Confirm New password:

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A message will appear stating your password has been changed and ask you to login with new password.



## Did you forget your password?

Enter your email in the user email block under the Already Have A Password and click [HERE](#) under Forget Your Password? You will be sent an email with a new password.

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New Password:   
Confirm New password:   
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